

City and County of Butte-Silver Bow

Class Specification

Class Title	Operations Manager/Public Works Department Services Division
Class Code Number	4171
Administrative Service Category	Classified Service
Adopted	

General Statement of Duties

Manages, directs and supervises assigned operations of the City-County Public Works Department's Services Division; does related work as required.

Distinguishing Features of the Class

This is highly responsible administrative and technical work involving supervisory review, budgeting, labor relations, and coordination of the operations of the Public Works Department's Services Division. The work is performed under the general direction and supervision of the Public Works Director but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work requires that an employee in this class establish and maintain close cooperative working relationships with Public Works Department Services Division employees, supervisory personnel in other City-County departments and divisions, property owners, business representatives, developers, contractors, transit officials, consulting engineers and architects, government agencies, and the general public. Supervision is exercised over the work of all employees in the Public Works Department Services Division with the exception of the Director.

Examples of Essential Work (Illustrative Only)

- Manages, directs and supervises assigned operations and activities of the City-County's Public Works Department Services Division;
- Manages Public Works Department Services Division;
- Meets and consults with, City-County, State and Federal governments to coordinate all phases of the City-County's public works programs;
- Oversees coordination and implementation of department goals defining the objectives of the Public Works Department Services Division;
- Prepares annual budgets, meeting agendas and minutes and various reports for the department and maintains related records;

- Develops goals and measurements for the identification and evaluation of the Public Works Department Services Division needs and activities;
- Develops programs and pursues financial resources for capital improvement projects to maintain, repair and expand the division's infrastructure networks, including streets, bridges, traffic control devices, transportation, parks and recreation, open spaces, cemetery, and central equipment maintenance;
- Implements broad departmental planning and operational policies, processes and procedures in consultation with division heads;
- Oversees personnel-related activities of the division, including labor-management affairs, work-related policies and procedures, leave usage, implementation of OSHA regulations and related safety programs and procedures and general supervision of department operations and activities;
- Serves as a member of and participates with many organizations and public and private agencies associated with public works activities in order to advance the City-County's transportation, transit, park and recreation, central equipment maintenance and cemetery and other community infrastructure programs and needs;
- Attends meetings of the City-County Council and various public meetings and hearing to communicate with the public regarding division plans, programs and operations and related issues and complaints;
- Makes applications for and administers a variety of state and federal grants-in-aid for capital improvements projects and related planning assistance and operational needs;
- Reviews and approves major public works construction plans and programs;
- Makes field inspections of public works projects during construction and upon completion to determine status and ensure compliance with City-County, state and federal standards and other requirements;
- Monitors the division's operations and expenditures and prepares related memoranda and reports for the Chief Executive and other designated personnel;
- Administers contracts for the purchase of services, materials and supplies and for public works improvements and develops specifications for the purchase of automotive and related public works equipment;
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required;

Required Knowledge, Skills and Abilities

- Thorough knowledge of the advanced principles and practices of public works administration, including planning, design, construction and maintenance activities;
- Thorough knowledge of economics and municipal finance as they apply to public works operations and activities;
- Thorough knowledge of current applicable federal, state and local laws, rules and regulations pertaining to requirements relating to construction, drainage,

- transportation, public transit, park and recreation, equipment maintenance, environmental and related public works programs and operations;
- Thorough knowledge of current literature and recent developments in the field of public works;
 - Good knowledge of the principles and practices of civil engineering as applied to public works;
 - Skill in leadership, negotiations, motivation, management, coordination, supervision and evaluation of the work of others;
 - Skill in interpersonal communications and persuasion;
 - Ability to communicate well with property owners, contractors, subcontractors and others to secure compliance with appropriate public works standards and specifications;
 - Ability to establish and maintain effective working relationships with other City-County employees, supervisory personnel, property owners, developers, building contractors, public officials and community groups;
 - Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations;
 - Ability to operate a personal computer using standard word processing, spreadsheet and database and design applications appropriate to assigned duties;
 - Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
 - Ability to plan, organize, prioritize, motivate and evaluate the work of others;
 - Ability to teach and encourage others to learn new practices and procedures to accomplish work objectives;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and oral instructions;
 - Ability to perform a wide variety of difficult professional, administrative, supervisory and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
 - Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 - Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Civil Engineering; Construction Engineering, Traffic Engineering, or Environmental Engineering; and
- Extensive experience in public works administration, including some supervisory experience, preferably with a municipal government; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities required to perform the work.

Required Special Qualifications

- Possession of a valid Driver's License issued by the State of Montana.
- Registration as Professional Engineer in the State of Montana is preferred, but not required.

Essential Physical Abilities

- Clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with department supervisory personnel, property and business owners, real estate developers, consulting engineers and architects, community organizations, other City-County employees and public officials and the general public regarding public works policies, procedures and projects;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of public works projects on site in all forms of weather and to review a wide variety of written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect properties and engineering and construction projects throughout the City-County, including sites characterized by rough terrain.

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